

# Placement Project Manager

## **What we want**

We are looking for an extremely enthusiastic and organised placement project manager with a key eye for detail to join our PM team. Working alongside the team, you will help fellow PMs with their project tasks in order to gain experience of our processes and tools and during your placement you will also be responsible for the delivery of any assigned projects. You will gain exposure to high-profile and exciting clients and you will benefit from working in an exciting agency environment.

You will need to be keen, highly motivated, organised and extremely passionate.

## **The successful candidate will have:**

Good knowledge of Project Management theory.

Experience using online tools and software.

A passion, and an understanding of digital.

Great attention to detail.

Good organisational skills.

Good communication skills.

A great 'team player' attitude.

## **Advantageous skills could include:**

Experience or understanding of PM methodologies (e.g Scrum)

An interest in PM techniques and processes, and the web

Ability to understand and communicate business requirements and issues

Any experience of managing a web build or any projects.

## **Interview Process**

To ensure we find the ideal candidate, our interview process is made up of 2 steps.

1. Telephone / Skype or Google Hangout interview
2. (then if successful) Face to Face interview

This is a fantastic opportunity for a student to kickstart their career and really make their mark in an established, vibrant and growing agency.

This position is suited to students who are, currently studying for an undergraduate degree and are required as part of their course to undertake a work placement/industry year. Clock is one of the top 100 digital agencies and boast a prestigious portfolio of clients including Shortlist Media.

You are able to apply for this position by submitting a covering letter and CV through our website <http://clock.co.uk/>

# Placement Overview

We're Clock, an award-winning digital agency based in Kings Langley, and we're seeking placement students to join our vibrant and talented team.

## Who are Clock?

Clock is one of the top 100 digital agencies in the UK and boast a prestigious portfolio of clients including News UK (The Times and The Sun), ShortList Media and Wall Street Journal.

Clock are dedicated to looking after their staff and regularly win awards as a result of their flexible working environment, including in 2013 The NCWE Award for Best Placement Programme in the UK. You'll benefit significantly from an innovative and successful approach to getting the most out of your time at work.

## What you would gain from your Clock experience?

You will be an integral part of the production team working on large web builds, digital marketing campaigns, mobile sites and other interactive products.

- An insight into all areas of the business.
- Work in a relaxed, fun and buzzing environment.
- Develop your skills: Cutting-edge Technology, Creativity, Best Practices and Methodologies, Innovation, Teamwork and Social Interaction.
- Add high-profile publishing and media clients to your portfolio.
- Competitive placement salary.

## Placements love Clock

This year is the 14th anniversary of our placement scheme, with many placements returning after University. At the beginning, the lucky candidate will work closely with the current placements to learn the ropes, and the following year will be expected to do the same thing for the next generation - the passing of the torch.

*Working at Clock surpassed my expectations of a work placement, I had a really great time. Everyone is very friendly and open – you feel part of the team. I worked on real projects and feel that I created a significant impact through my work. I learnt and developed a lot more skills during my placement at Clock in comparison to my time at University. I have been offered a job to return after I complete my degree.*

Vaishal, Former placement student

**Apply online at [www.clock.co.uk/](http://www.clock.co.uk/) by submitting your CV and covering letter.**

**Location:**

The Old School House, in Hunton Bridge, Hertfordshire, WD4 8RQ. A 20 minute train journey from London.

**Job information:**

Contract type: Temporary

Hours: Full time

Start date: From June 2016 (but this can be flexible)

Contract duration: 1 year

Salary: This is a paid placement with a competitive salary.